

WEBSITE INTERNET CATALOG PURCHASING INFORMATION

LOUISIANA

OFFICE OF STATE PURCHASING (OSP)

(REV: 11/11/05)

1.0 Purpose

The purpose of the Website Internet Catalog Purchasing Program is to allow a process for qualified Louisiana Governmental entities to purchase catalog products and/or services in an efficient and cost-effective manner for both the Suppliers and the State.

To assist the State in making purchases through this process, Suppliers for approved commodities are asked to maintain a web presence for their catalog on the Internet, with the universal resource locator (URL) linked from the Office of State Purchasing's website (www.doa.louisiana.gov/osp).

Any questions you may have concerning this program may be addressed by contacting our OSP Help Desk at (225) 219-HOW2 (219-4692), or by fax at (225) 342-8688.

2.0 Establishing the Contract

Establishment of a contract with the State is separate and apart from the process of establishing a Catalog Contract.

- Participants must first meet the qualifications for establishing or continuing a state contract for commodities approved by the Office of State Purchasing.
- During the solicitation process for the contract, Suppliers will be advised of the State's desire for a catalog contract.
- Prices will be requested in a manner that allows Suppliers to identify a specific published price list and offer a discount off that identified price list.
- Suppliers will also be advised of the reporting and audit requirements for participating in the catalog contract program.

3.0 Request for a Catalog Contract

The State desires as many participants in this program as is feasible.

- Requests from participant should be submitted in writing.
- Minimum required information includes:
 - a) proposed format of Supplier contract website
 - b) confirmation of ability to comply with the State's requirements,
 - c) implementation plan including technical support for URL and website links, training of Louisiana Governmental entities, reporting capabilities, and planned support for non-Internet users.
- All Catalog Suppliers will be required to have their catalog URL site available within 45 days after OSP's approval date. Approved catalog Suppliers not submitting an acceptable URL to OSP within this timeframe may be suspended from the approval process until the URL is submitted. Extension of this timeframe will only be considered if a URL site is currently under development.

A copy of the request will be retained in the Suppliers's file. The processing time will depend on current applications on file (processed in chronological order) and the applicant's ability to meet all the State's requirements.

4.0 On-line Support Capabilities

All Catalog Contract Suppliers must have their catalog available on the Internet. A link from the Office of State Purchasing's website will be provided upon approval of the Supplier's URL. Once advised of approval, the Supplier may market their catalog directly to qualified entities. Approval of the web presence will include the following criteria:

- Verified compliance by the Supplier of some defined required, optional, and prohibited information as noted in Appendix A.
- Site must include e-mail contact capability with Catalog Supplier contact
- Site must have capability for providing electronic 'shopping basket' detailing items 'shopped' and applicable prices.
 - The 'shopping basket' (or, electronic quote) must be identified with a unique quote number
 - Electronic quote printing capability must be available
 - Electronic quote must be valid and retrievable for a minimum of 30 days
 - A configurator will be required in all cases where the manufacturer is marketing items that require custom configuration and manufacturer's marketing strategy provides for custom configuration (i.e. microcomputers).
- **NOTE: Until further notice, placing on-line orders via the Internet is not part of the program. All AGPS Users are to enter orders into AGPS. Non-AGPS Users are to follow standard internal procedures for order processing. The orders may then be faxed to the vendor(s).**
- Once approved, site must be maintained, by the Supplier, with current information and pricing.

NOTE: For those qualified Louisiana governmental contract user entities who do not have access to the Internet, all Catalog Contract Suppliers must offer a toll-free telephone number(s) to provide product information, assistance in system configuration (for PCs), detailed quotes, etc. Confirmation and detail of quote must be faxed to user entity.

5.0 Reporting and Audit Compliance

Data and reporting requirements regarding purchase volumes, or pricing, through this method is a critical element of the process. Information and reports is a mandatory requirement from the contract Suppliers to augment the information derived from the State's automated purchasing system. This information is to be provided at no additional cost or burden to the State.

5.1 Reporting Compliance

The following types of reports are currently required:

- New Contract Item Report (required at time contract is established and prior to activation): unique product numbers, item description and unit price of item
- Change Audit Report (required within 5 business days of each reporting period (monthly or quarterly) after contract implementation; or, within 24 hours upon demand): Will contain all changes made to the contract and each contract item, including price changes, and new items and deletions on contract. Report must be in an Excel or **tab** delimited format identifying contract number, unique number (sku), unit price, date of change and active/inactive indicator.
- Sales Volumes (required annually and 90 days prior to contract expiration date or within 5 business days of request at anytime): quantity and value of orders placed by each entity and grand total of all purchases. Item information must include unique item # (sku #) and price paid. Sort capabilities desired include sort by: purchase order, department, unique item number, reseller, electronic quote number, agency name, quantity by line item and dollar value.
- Reports must be submitted in electronic format.

5.2 Audit Compliance

Random and scheduled audits will be conducted to verify compliance with the State's requirements.

The Supplier shall maintain all records in relation to this contract for a period of at least three (3) years.

NOTE: Failure to comply with the State's requirements, provide the required reports, or comply with audit requirements will result in removal from the catalog contract program and/or cancellation of your contract.

6.0 Suspension

If a Catalog Supplier is suspended from the Catalog Purchasing Program for non-compliance with guidelines, failure to submit any of the required reports, or for any other action or non-compliance considered by OSP to be unacceptable, contract information and URL will be removed and unavailable to the entities until the reason for suspension has been resolved.

The link provided on OSP's web page will also be removed until the problem is resolved.

A list of Catalog Contracts will be maintained on OSP's Web.

7.0 Supplier Training to Catalog Users

Suppliers will be charged with training qualified Louisiana Governmental entities to use the Supplier's established catalog contract. Responsibilities for this training also include some instructions specific to the AGPS ordering process (See Appendix B for general guidelines). Specifics concerning this ordering process will be provided to the present contract holder by OSP. It will be the prime contractor's (Supplier's) responsibility to train any contract distributors concerning this process.

OSP reserves the right to attend any training to ensure that terms and conditions and processes conveyed by the Supplier are appropriate and in compliance with Louisiana laws, policies and procedures.

Suspension from the program will occur should the State discover that the above training requirements are not being met.